

EXTRA COPY

FILE

18 June 1970

NOTES ON "STATE OF THE AGENCY" ARRANGEMENTS

1. The cameras will be located behind the last row of seats in order to reduce the "top of the head" angle. They operate so silently that noise will not be apparent even to people in the rear of the auditorium. Two cameras are necessary since each film pack will cover only thirty minutes. The right-hand camera as you face it will cover the initial period and the left-hand camera the final portion.

2. Except for Colonel White, the Deputies and other most senior officials will be seated in the rear center of the auditorium.

3. The throat microphone is necessary to get a proper recording for film and tape purposes. The two microphones permanently mounted on the lectern will be amplified for the audience and for your hearing of your own voice.

4. In order to get the questions on the sound track and tape and to ensure that all in the auditorium hear them, please repeat each question before answering it.

5. In case you need to clear your throat, there will be a carafe of water and a glass on a small table behind the lectern. It is out of sight of the camera and close enough to avoid your having to go any distance with the throat microphone on.

6. It is necessary to cut the air blowers completely in order to have a good recording. To compensate, but to avoid overheating prior to 1130 hours, the temperature as people come into the auditorium will be at or a bit below 65 degrees. It is estimated that the temperature will rise at least ten degrees during the hour.